

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept. Division, Subdivision & Administering Office Address Department of Transit Operations Transportation, Engineering & Evaluation Elderly & Handicapped Branch 401 W. Peachtree St. Atlanta, Georgia 30308		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAY 23 1980 80-287 JUN 18 1980	
4. Person to Contact Freda Todd		5. Working Title Clerk-Typist	6. Telephone Number 586-5440
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest 1975 Present	9. Records Series Title (followed by title used in office, if different) Elderly and Handicapped Advisory Committee Minutes		
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? To make specific recommendations as to how MARTA can make its system accessible to the elderly and handicapped population it serves and comply with legal mandates of the Urban Mass Transportation Administration. Also, act as resource persons to assist MARTA staff in suggesting solutions to various problems posed. Review design specification and other MARTA plans to bear on them the practical experience of the Committee members in an environment full of barriers. The Committee is made up of elderly and handicapped persons and representatives of agencies and organizations dealing directly with the needs of handicapped persons. The efforts of the Committee are coordinated by the Elderly and Handicapped Branch of the Transportation, Engineering & Evaluation Division. The Committee presently holds quarterly meetings, or more frequently as needed.			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: The holding of meetings and recording of proceedings of regular and special held meetings of the Elderly and Handicapped Advisory Committee. Included are: Minutes and supportive papers. File is arranged: Chronologically, by date of meeting.			
12. Monthly Reference Rate How often are records referred to which are: One to six months old <u>6</u> ; Seven to twelve months old <u>4</u> ; Thirteen to twenty-four months old <u>4</u> ; twenty-five months and older <u>3</u>			
13. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 10 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ 2 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved	Department Records Management Officer	Date	5/1/80	Approved	Legal Counsel	Date	5/12/80
Approved	Division Head/Designer	Date	5/6/80	Approved	Division of Audit	Date	5/15/80
Approved	Department Head/Designer	Date	5/7/80	Approved	Department of Archives and History	Date	6/18/80
Approved	Records Management Analyst	Date	5/9/80	Approved	MARTA Management Advisory Committee	Date	